



## City Hall Safety Committee Meeting

April 14, 2011

### MINUTES

Meeting called to order at 1:25 PM.

Present: Adam Alix, Tom Stoffel, Todd Drew, Pamela Captain

Excused: Kristi Heim, Kate Clausing, Cate Brandt, Sue Nett

A. Motion to approve the minutes from February 4, 2011 meeting made by P. Captain seconded T. Stoffel – Motion carried.

#### B. **Old Business**

1. **Library Report** – E- mailed Durant (Engineer on Library Renovation) no response. Other items in process full walk thru in May.
2. **Injury Report Form** – New reporting form forwarded by K. Clausing and in use no issues raised.

#### C. **New Business**

1. **Monthly Safety Topic** – “Too many cords in the receptacle May result in a flaming spectacle!” distributed and discussed.
2. **Injury Review**— No injuries reported
3. **Other Items for discussion**- No additional items discussed.

#### D. **Training**

1. **Bloodborne Pathogens Refresher** – T. Drew stated that this refresher training is available on the Intranet for all staff to complete – completion progress will be reported in May. T. Drew will consult with P. James re: accessing completion data base.
2. **Ergonomics Self Assessments**- 2 self assessments returned from 3<sup>rd</sup> floor. No others received.
3. **Work Plan Items** – Ergonomics training completed. Injury report form revised and approved.
4. **Additional Training Suggestions**- No additional suggestions made

E. Meeting adjourned at 1:40 PM motion made by P. Captain seconded A. Alix

